

# The First Time Manager

The First-Time Manager The First Time Manager How to Win as a First-Time Manager: The Challenges Facing Talent Management When Moving from Co-Worker to Boss Managing (right) for the First Time A Handbook for First Time Managers The First-time Manager Organizational Behaviour: A Modern Approach First Time Manager The First-time Manager First Time Managers Manager Mechanics Harper's New Monthly Magazine The First-Time Manager in Asia: Maximizing your success by blending East and West best practices (revised edition) Just Promoted! A 12-Month Road Map for Success in Your New Leadership Role, Second Edition First Time Manager The First Time Manager How To Say It for First-Time Managers The First-Time Manager New World Management for Beginners Loren B. Belker Michael J. Morris Dave Day David C. Baker Salwana Ali Theodore G. Tyssen Kumar Arun & Meenakshi N. Michael J Morris Loren B. Belker Antony Felix Eric P. Bloom B.H. Tan Edward Betof Anusha Hewage Victoria Scott Jack Griffin Jim McCormick M. J. Pontus The First-Time Manager The First Time Manager How to Win as a First-Time Manager: The Challenges Facing Talent Management When Moving from Co-Worker to Boss Managing (right) for the First Time A Handbook for First Time Managers The First-time Manager Organizational Behaviour: A Modern Approach First Time Manager The First-time Manager First Time Managers Manager Mechanics Harper's New Monthly Magazine The First-Time Manager in Asia: Maximizing your success by blending East and West best practices (revised edition) Just Promoted! A 12-Month Road Map for Success in Your New Leadership Role, Second Edition First Time Manager The First Time Manager How To Say It for First-Time Managers The First-Time Manager New World Management for Beginners Loren B. Belker Michael J. Morris Dave Day David C. Baker Salwana Ali Theodore G. Tyssen Kumar Arun & Meenakshi N. Michael J Morris Loren B. Belker Antony Felix Eric P. Bloom B.H. Tan Edward Betof Anusha Hewage Victoria Scott Jack Griffin Jim McCormick M. J. Pontus

what s a rookie manager to do faced with new responsibilities and in need of quick dependable guidance novice managers can t afford to learn by trial and error the first time manager is the answer dispensing the bottom line wisdom they need to succeed a true management classic the book covers essential topics such as hiring and firing leadership motivation managing time dealing with superiors and much more written in an inviting and accessible style the revised sixth edition includes new material on increasing employee engagement encouraging innovation and initiative helping team members optimize their

talents improving outcomes and distinguishing oneself as a leader packed with immediately usable insight on everything from building a team environment to conducting performance appraisals the first time manager remains the ultimate guide for anyone starting his or her career in management

the first time manager is an introduction to fundamental management topics and necessary skills it now includes a new chapter on key skills such as problem solving managing time and giving presentations and there are useful end of chapter summaries

how to win fills an important gap in the current leadership literature in that it gets down and dirty with the very real issues that first time managers face in today s workplace these new leaders don t craft long term strategies or issue inspiring missives to hundreds of eager troops neither do they testify before congressional committees nor appear as public spokespersons for this or that glamorous product they are the managers who strive each day often with limited resources to meet the high production standards set by those in the c suite from how to manage relationships with direct reports who used to be that manager s peers to how to delegate tasks to how to build effective teams and better manage one s time how to win takes the reader into the daily exchanges between a new manager and her veteran coach as they explore the various roles all managers are expected to play publisher s description

managing right for the first time is intended as a field guide for first time managers or for managers who want to begin doing a better job the author worked closely with 600 companies and interviewed more than 10 000 employees then summarized the findings in an interesting and eminently readable form read this book and you re likely to understand management and leadership like you never have before but also learn very practical steps toward becoming a better manager and leader

aspiring first time managers and individual contributors planning to be managers will benefit from this book as it provides them with critical pointers to succeed in their managerial role the book helps them to assess their readiness to be a manager it details out the four key cornerstones of the managerial role the scope of being a manager the function of leadership and management behavioural skills and manage change understanding of the four key cornerstones will equip aspiring first time managers with the awareness on what it takes to be successful and gauge their own readiness to take up the role upon assessment of their readiness aspiring first time managers will have the tools in the manager s toolkits to develop their own personal managerial plan the manager s toolkits comprises of two components immanager framework and immanager guide which work hand in glove together the immanager framework is a diagnostic execution plan that helps first time

managers to focus on the right things serving as a roadmap to lead and manage team and encourage managers to ask the hard questions in their pursuit to develop high performing teams the immanager guide consists of a checklist questions which serves as the guidelines during the self diagnostic process

organizational behaviour as a management discipline is a fascinating subject and is becoming increasingly important as people with diverse backgrounds and cultural values have to work together effectively and efficiently this book addresses all the issues that come in to play in an organization in today s global economy it has a novel orientation and its primary aim is to let practitioners and students know the latest and best trends in organizational behaviour this book prescribes methods to manage employees and suggests that the management takes responsibility for everything that might adversely affect an employee s capacity to work creatively and intelligently irrespective of the place inside the organization or outside it the focus of the book is on holistic development of the individual peeping into the human mind it shows how organizations can tap the passions and fears of their employees to make them more creative and productive the book prescribes a democratic and inclusive management style a special feature of this book is that there is an innovative integration of chapter objectives and summaries leading to analysis through caselets every point in the objectives has corresponding text and is supplemented by a case going through this book will be a personally fulfilling experience and maybe it succeeds to make the readers better human beings better teachers better friends and may be even better managers

the diverse responsibilities of a new managerial position in the modern workplace can appear daunting this practical guide aims to dispel any such fears with direct and comprehensive advice on the immediate difficulties faced by a new manager fully revised the first time manager is an introduction to fundamental management topics and necessary skills such as effective communication motivation delegation leadership financial principles human resource concerns marketing public relations organisational structure and self development within the role it now includes a new chapter on key skills such as problem solving managing time and giving presentations and there are useful end of chapter summaries both a practical manual and desktop reference this is a book to be read and then referred back to for constant support

belker has distilled his 30 years of executive experience into a simple to read book whose sections are full of wisdom from which any manager can benefit within each section realistic management situations are discussed clearly and logically and specific ways to handle problems are interspersed his advice is refreshingly straightforward miami herald

have you just been offered a promotion as manager but you're so scared and afraid that your overall performance may not be what is expected of you or after settling in your new job as manager have you noticed that things are way harder and challenging than you expected and you are looking for a guide that will help you navigate the world of being a new boss if you've answered yes kindly read on you're about to discover the secrets that successful managers use to finally make them thrive as new bosses without doubts fears and concerns that come with this job it must feel good that all the hard work you've put the rigorous recruitment process and more have borne fruit and you've landed that manager's position congratulations now is the time to take up the job and manage the team and steer your team department or organization to new heights but even as you get settled on the job it is likely you are anxious about so many things with so many thoughts going through your mind where do i start how do i build a cordial working relationship with the team i am leading without too much friction can i come up with my own style of running things without affecting the operations of the job how do i delegate without being rude or inconsiderate how will i socialize with my team and still have them respect the work boundaries how do i steer my department towards the right direction when i am so doubtful of every decision i am making if you have these and other related questions this book is for you so keep reading as it will answer them all in simple language in this book you will learn how to survive your first week in your first week as boss how to comfortably transition in your new role identify your style of management as well as understand what your boss and employees expect of you how to understand the department you are working in and the organization easily no matter how large or complex it seems why you need to understand the company culture and the roles within the firm how to master effective communication to propel yourself and the team to success including how to effectively use different modes of communication how to develop your team through training giving them responsibility and more how to coach mentor motivate and train your team as you identify signs of disengagement and burnout in your team how to ensure steady growth and success in your team how to manage employees with short attention span different personalities and more without losing your cool how to reinvent yourself and why that is necessary as a manager how to build emotional intelligence and positive self image powerful tips on how to deal with burnouts how to navigate office politics without being sucked right in and much more even if the pressure of this new role has been giving you sleepless nights for fear that you may not meet the expectations from your bosses this book will leave you feeling confident about your ability to excel as a manager scroll up and click buy now with 1 click or buy now to get started

an entertaining fast paced and enjoyable read manager mechanics serves as both mentor and guide for newly minted managers blooms uses his more than twenty five years

experience to give first timers the practical knowledge and political insights needed to perform successfully in their new management role just been made a manager great now what have kids if so you have all the management experience you need congratulations now you get to manage your friends now that i m a manager what s my next step discover how work is not a democracy it s a dictatorship learn about the 7 kinds of troubled employees sleazy grumpy lazy brainy tardy dummy and troubled how does the hiring process really work uncover the truth about the good the bad and the other bloom explains how new and seasoned managers alike will gain techniques and proven approaches for leading their teams hiring top talent navigating company politics avoiding career limiting mistakes and producing high quality well planned results manager mechanics is your first step toward cultivating a strong career in management improve your communication skills employee morale and work environment with this indispensable guide i m always on the lookout for great new training materials and this book is right on target it gives great advice is well written and has just enough humor in it to make it fun eric bloom really understands new manager needs susan j goldberg president and ceo of northeast training group inc this book is a must read for anyone in a managerial role it s easy to read contains practical examples and as a result is easy to remember jeffrey burd esq director of placement kelly law registry street wise advice on handling the important everyday issues nobody tells you about frank capecci executive leadership consultant

important american periodical dating back to 1850

becoming a first time manager is one of the most challenging experiences in a person s career it is both a time of great excitement as well as uncertainty and insecurity the good news is that you have been promoted the bad news is that you will probably be left to sink or swim first time managers who succeed are able to make profound adjustments and adapt themselves quickly they develop new competencies and become value creators to their companies but those who aren t able to make the critical shifts will struggle with asia rising more asian managers are reaching the upper rungs of management there are also more younger western managers who will be working alongside them these self confident asian managers and their curious and enlightened western counterparts know that it s no longer tenable to apply western management practices without adaptation these are three key benefits from this book 1 setting in place five foundation stones that will ensure your success as a manager now and in the future 2 acquiring a versatile managerial toolkit that blends the best from the east and west so that you can lead more effectively in the 21st century 3 enhancing your influence through the power of engagement

hit the ground running with hundreds of practical proven suggestions examples and tools to help you navigate the challenges of the fi rst critical year in your new leadership role

straightforward advice that can be immediately understood and acted upon i wish this book had been published three years ago when i was planning my transition to the conference board jon spector ceo the conference board a must read for anyone with ambition judith von seldeneck chairman and ceo diversified search odgers berndtson just promoted gives you the tools knowledge and confidence to take that next big step in your career the most complete guide of its kind this book is filled with essential knowledge practical advice and proven strategies handy checklists tips from the pros and revealing real world stories from moving in to making an impact to navigating changes in your personal life just promoted guides you day by day through the entire first year updated with critical new information the second edition includes customizable tools for your leadership transition process examples of leadership transitions in a wide array of business sectors sections on how to assemble and manage a strong team and methods for handling change management issues potentially career damaging pitfalls to avoid including those involving your family health and time

any employee who joins an organization dreams of climbing the ladder becoming a manager is his or her first dream some people work hard long hours and even weekends to get promoted and when they become manager they are thrilled with the new job comes additional responsibilities sky high expectations and a workload that requires 28 hours in a day new managers who are appointed with a brief email message or simple announcement are never prepared to play a role so different from the one they were playing a day earlier as a result new managers may struggle to perform at the level they were before that in turn causes undue stress and demotivation they sometimes quit aim of this book is to provide some real work examples and guidance on what such new managers should do in difficult situations issues explained in this book are unique and less talked but are valid and real cases

this book is for new managers first time managers or managers who felt that they never really received the training they needed to succeed in their role if you find being a manager challenging stressful and tiring this is the book for you taking on a management role can be exciting exhilarating but also extremely challenging as everyone looks to you for all the answers in the first time manager guide we cover a crash course to help you get through the first 90 days and the first year in your new role learn how to love and excel in a leadership position and set yourself on the right career path to larger and bigger roles from understanding the expectations of you as a manager to developing and succeeding in the role we'll give you the skills systems and frameworks to perform as a first time manager whether you are working with a small team of two to a team of fifty or more this book will give you the foundations to look in the right areas and ask the right questions with over 50 of managers failing in the first year of management having the core areas you need to

focus and build on will help you shortcut your leadership potential and growth stand out as a first time manager in this book you'll learn understanding your responsibilities as a manager how to have pay discussions when to know when to promote staff members what to do if someone gives you attitude how to build a high performing team how to work with managers across other teams why you should need to build an engaged team how to hire the right people and how to spot the wrong people all this and more is in the first time manager your crash course in effective leadership and management learn the mistakes you should be avoiding and learn how to develop yourself from a manager to a leader someone that your team will follow look up to and respect

an all new guide to help first time managers and supervisors develop effective communication skills for leading and inspiring their staff from the author of how to say it right at work a one stop communication primer for anyone in a management position for the first time covering everything from delegating planning and running meetings and mentoring to building a team and motivating subordinates this is the perfect reference for anyone who wants to put their best foot forward as they climb the ranks topics include building leadership vocabulary establishing ground rules projecting credibility avoiding day one mistakes handling crises and criticism motivating and inspiring making meetings work

the trusted management classic and go to guide for anyone facing new responsibilities as a first time manager learn to conquer every challenge like a pro with the clear candid advice in the first time manager for nearly four decades this trusted guide has brought newcomers up to speed on the nitty gritty realities of managing people the updated seventh edition delivers new information that helps you manage across generations use online performance appraisal tools persuade with stories oversee remote employees build a team dynamic match a boss's style and more the jump from star employee to new manager is bigger than most people realize with opportunities to fail at every step stumbling your way through isn't an option in the first time manager you will learn skills including leading meetings hiring employees motivating others actively listening staying calm under pressure overcoming resistance and much more with little experience or training a coveted promotion can become a trial by fire no one needs that turn to the book that thousands have relied on to hit the ground running

are you eager to climb the corporate ladder did you just land the role of a manager are you excited to transition into this role without any hassles are you feeling a little nervous overwhelmed and unsure of yourself in your new management position do you want to improve your existing skill sets and become an excellent manager if yes then this is the perfect book for you one professional transition that stands out and is vital to your career is shifting from playing the role of an individual contributor to becoming a manager there are

a lot of things that new managers need to learn apart from leading others you need to work on yourself win your team members trust and respect become a motivator for them and find the right balance between the delegation of responsibilities and maintaining control becoming a manager is the first step in this process you work hard dedicate long hours and give up your weekends to earn a promotion when you become the manager you are thrilled but this new job comes with additional responsibilities and incredibly high expectations that require you to work very long hours this new role you will be playing is quite different from any other you may have had before which can be a source of extreme stress demotivation and lead to self doubt so if you want to become a great manager the first step is to arm yourself with all the information you need about this role in this book you will discover the many styles of management and how to select the ideal one for you learn the different attributes of being a good manager find out how to build trust and confidence with your employees understand how to easily transition into the new role as manager get advice on how to understand and improve your organizational culture discover secrets to effective communication find detailed and easy tips on how to become an effective coach for your team learn how to delegate responsibilities and be a good mentor explore how to deal with resistance and manage change uncover tips on how to socialize with your team and how to perform team building activities master the art of hiring interviewing and disciplining employees get advice on how to manage employee conflicts different personalities and how to create a high performance team explore helpful tips on how to cope with stress and so much more do any of these resonate with you do you want to become an amazing manager if yes then there is no time like the present to get started the first step toward reaching your goal is to click the buy now button and get your copy of this book today

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